

APPLICATION FOR EMPLOYMENT

LOUDON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, SEX, COLOR, RELIGION, NATIONAL ORIGIN, AGE, DISABILITY, GENETIC INFORMATION OR VETERAN STATUS IN EMPLOYMENT OPPORTUNITIES AND BENEFITS.

PURSUANT TO THE TENNESSEE NON-SMOKER PROTECTION ACT, LOUDON COUNTY IS A SMOKE-FREE WORK ENVIRONMENT.

Overview of the hiring and employment process: This Application is but one part of the hiring and employment process. Other parts may include an interview, an employment examination or test, and a demonstration of an ability to perform the essential functions of the job. If you need an accommodation in order to complete any part of the hiring and employment process, including this application, please call the following number: (865) 458-2722.

- Loudon County reserves the right to check all information provided for accuracy and completeness.
- All applications for employment are a matter of public record.

GENERAL INFORMATION

Date: _____ Position Desired: _____

Are You Applying For: _____ Fulltime _____ Part-time _____ Seasonal

If Part Time, What Days/Hours Are You Available: _____

Have You Applied With Loudon County Before? (circle) Yes No

Have You Been Employed by Loudon County Before? (circle) Yes No

PERSONAL INFORMATION

Your Name: _____
Last First Middle

Phone #: Home: () _____ Business: () _____

Address: _____
Number Street

City State Zip Code

Do You Have A Legal Right To Work In The U.S.? (circle) Yes No

Are Your Over The Age of 18? (circle) Yes No

Have You Ever Been Convicted of a Crime
Other Than a Minor Traffic Violation? (circle) Yes No

Are You Required to Register in Any Jurisdiction
as a Sex Offender? Yes No

Applicants for positions with Loudon County's Juvenile Service and Detention Center must disclose all pending criminal charges of any kind. If you have pending criminal charges in any jurisdiction, give details.

If the answer to any of the above criminal history questions is yes, please give a complete explanation of the circumstances and reason(s) why your employment is appropriate in spite of the conviction (and if applicable, the charge).

PERSONAL INFORMATION (Cont'd)

(Note: A prior record of criminal conviction does not always operate as an automatic bar to employment for all positions.)

(Note also: Providing false criminal or administrative investigatory information in connection with an application for certain positions may subject you to criminal prosecution.)

Have You Ever Been Discharged, Fired or Terminated From
Any Position For Reasons Other Than Lack of Work? (circle) Yes No
If Yes, Please Explain: _____

EDUCATION AND TRAINING

High School Attended: _____

City State

Do You Have A High School Diploma? (circle) Yes No

Please List Other Education You Have Received:

College/University/ Trade or Business Schools Attended	City/State	Degree Earned? Type Degree	Major Area of Study

List Other Training Received (special courses, work training programs, armed forces training, etc.).

List Special Qualifications and Skills (licenses, skills with machines, patents or inventions, publications, etc.).

Are you able to perform the essential functions of the job for which you've applied with or without reasonable accommodation?

_____ Yes

_____ No

REFERENCES

Please list three or four persons, other than relatives or former employers who have knowledge of your character and/or abilities:

Name	Mailing Address	Years Known	Phone

PRIOR EMPLOYMENT RECORD

List Below All Present and Past Employment Information and/or Substantive Volunteer Work:

Name and Address of Current or Most Recent Employer: _____	
Phone Number: _____	
Your Supervisor: _____	
Your Job Title/Responsibilities: _____	
Date Hired: _____	Date Left: _____
Reason for Leaving: _____	
Starting Salary: _____	Ending Salary: _____
May we contact this employer?: (circle) Yes No	

Name and Address of Current or Most Recent Employer: _____	
Phone Number: _____	
Your Supervisor: _____	
Your Job Title/Responsibilities: _____	
Date Hired: _____	Date Left: _____
Reason for Leaving: _____	
Starting Salary: _____	Ending Salary: _____
May we contact this employer?: (circle) Yes No	

Name and Address of Current or Most Recent Employer: _____

Phone Number: _____

Your Supervisor: _____

Your Job Title/Responsibilities: _____

Date Hired: _____ Date Left: _____

Reason for Leaving: _____

Starting Salary: _____ Ending Salary: _____

May we contact this employer?: (circle) Yes No

***** IMPORTANT - READ CAREFULLY BEFORE SIGNING *****

In consideration of my hire and, if hired, of my continued employment, I agree that any claim or lawsuit relating to or arising out of my employment with Loudon County must be filed no more than 180 days after the date of the employment action that is the subject of the claim or lawsuit. I waive any statute of limitations to the contrary. I agree that claims based upon repeated or multiple occurrences of the same conduct (e.g., pay issues) do not extend the deadline established in this paragraph.

Applicant Signature

Date

***** IMPORTANT*****

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I understand that falsified information or significant omissions may disqualify me and my application from further consideration for employment and may be considered justification for termination if discovered at a later date.

I waive any right of privilege, privacy, and/or confidentiality I may have in the information provided by references or others whom I have indicated may be contacted.

Applicant Signature

Date